

Request for Quotation

31 January 2020

The **TOURISM PROMOTIONS BOARD** invites you to submit quotations for the item/s listed below:

Quotation No. **TPB-RFQ 2020-01-039**

PR No. **1.067**

Project Title: PDOT Korea Series of Media Familiarization Trip

Requirements: Services of a Tour Operator

Qty	Particulars	Estimated Cost
Lot 1	Services of a Tour Operator for PDOT Korea Series of Media Familiarization Trip to the following groups: Group 1 – Bohol and Suburbs on 16 – 20 March 2020; and	PhP480,000.00
Lot 2	Group 2 – Coron, Palawan and Suburbs on 23 – 27 March 2020 I – BACKGROUND PDOT Korea/TPB is organizing a series of media familiarization tour to Palawan (Coron), Iloilo and suburbs scheduled on March 16-20, 2020 and March 23-27, 2020 respectively. Recently, in Korea, demands for substitute travel destinations (instead Japan) are continually increased due to political issue. And with the increase of tourists going to Southeast Asia, especially the Philippines, airline companies are newly launching and expanding their routes to diverse cities of the Philippines. So instead of well-known destinations such as Cebu, PDOT Korea recommends to expose other destinations, less well-known destinations while showing the uniqueness of each destination. By this familiarization tour, PDOT Korea can create positive awareness that the Philippines is a travel destination where one can enjoy unique experience, and introduced the various specialty of Bohol and Palawan (Coron) such as island hopping tour, underground river tour and spring tour to position these destinations as a unique travel spots of the Philippines. II – PURPOSE/OBJECTIVES: <ul style="list-style-type: none"> To familiarize media participants and increase their awareness about less well-known destinations; Generate new demand, such as family, couple, women in 20s-30s for Bohol, Palawan (Coron) and suburbs; and To garner positive editorial publicity and media exposure about the destination. 	PhP480,000.00

	<p>III – DETAILS OF THE EVENT</p> <p>Date : March 16-20, 2020 and March 23-27, 2020 Venue : Bohol, Palawan (Coron) and Suburbs Number of Foreign Participants : 8 pax for Bohol Tour 8 pax for Coron, Palawan Tour</p> <p>Total No. of Participants : Including TPB Officer : 9 pax for Bohol Tour 9 pax for Coron, Palawan Tour</p> <p>IV – SCOPE OF SERVICES</p> <p>TPB requires the services of a tour operator that would be able to provide the following:</p> <p>Accommodation</p> <p><u>Bohol</u></p> <ul style="list-style-type: none"> Nine (9) single deluxe room accommodations with breakfast at a five-star luxury hotel/resort in Bohol for four (4) nights on 16-20 March 2020, preferably at Amorita Resort, Bohol Beach Club, Hennan Resort Alona, South Palms Resort Panglao & The Bellevue Resort <p><u>Palawan (Coron)</u></p> <ul style="list-style-type: none"> Nine (9) single deluxe room accommodations with breakfast at a four or five-star luxury hotel/resort in Palawan (Coron) for four (4) nights on 23 - 27 March 2020, preferably at Two Seasons Coron Bayside Hotel, Coron Underwater Garden Resort, Asia Grand View and Coron Soleil Garden Resort <p>Transportation</p> <ul style="list-style-type: none"> Manila – One (1) van on March 16, 20, 23 & 27, 2020 (Grandia model not older than 2017) Bohol - One (1) coaster on March 16-20, 2020 (Grandia model not older than 2017) Coron – Two (2) vans on March 23-27, 2020 (Grandia model not older than 2017) <p>Tours and activities</p> <ul style="list-style-type: none"> Coron/Island Hopping (Please see attached itinerary) Bohol Tour (Please see attached itinerary) Hotels/resorts ocular inspection and activities <p>Korean English Speaking Guide</p> <ul style="list-style-type: none"> One (1) DOT accredited Korean speaking tour guide to accompany the guests during the tour in Bohol, Palawan (Coron) and environs on March 16-20 and March 23-27, 2020 respectively. 	
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	<p>Domestic Airtickets:</p> <ul style="list-style-type: none"> • One person for Manila-Bohol-Manila (Please see attached itinerary) • One person for Manila-Busuanga-Manila (Please see attached itinerary) <p>Travel Insurance for a total of 18 pax for Bohol and Palawan (Coron)</p> <p>Operator to accompany and facilitate the familiarization tour</p> <p>Other Requirements</p> <p>Provision of clean, comfortable and tourist friendly transport service for the participants inclusive of the following:</p> <ul style="list-style-type: none"> – Uniformed, presentable and trained drivers – Gasoline, toll and parking fees – Provision of first aid kit onboard – Provision of proper, approved, clean signage for the vehicles – Must have the capacity to provide first class tourists buses and vehicles. – Must possess the necessary expertise in the conveyance of passengers, particularly tourists, both local and foreign. – Coordination with TPB in all other matters required for the smooth implementation of the tour – Designation of a point person who will coordinate with TPB – Tour operator to provide a detailed breakdown of the bid proposal as basis of the actual billing in the event that sponsorships shall be granted. <p>The tour operator should have the following attributes:</p> <ul style="list-style-type: none"> – Attentive and addresses the needs of the client – Has been in the industry for at least 3 years – Must be willing to provide services on a send bill arrangement – Accredited by the Department of Tourism <p><i>**The total cost of tour package should be based on actual tour expenses. Likewise, secured sponsorships should be deducted from the total expenses.</i></p> <p>V – TIMEFRAME AND SCHEDULE OF WORK:</p> <p>A tour operator to provide the mentioned services from March 16-20, 2020 and March 23-27, 2020 respectively. (Please see attached itinerary)</p> <p>VI – BUDGET:</p> <p>The allotted budget for the tour operator is PhP 960,000.00 (inclusive of all applicable taxes).</p> <div data-bbox="304 1749 1211 1966"> <p>Total Bid Price Ceiling is PhP960,000.00 inclusive of service charge and all applicable taxes. Cost of items in bid should be broken down. The winning bid shall be determined based on the quality of the proposal with the most advantageous financial package cost, provided that the amount of bid does not exceed the abovementioned approved budget.</p> </div>	
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	<p>VII – PAYMENT PROCEDURE:</p> <p>Send bill to the TOURISM PROMOTIONS BOARD after the completion of services.</p> <p>MARIA DOLORES R. APAREJADO Officer-in-Charge, North Asia Division International Promotions Department 4/F Legaspi Towers 300, Roxas Boulevard Manila 1004</p> <p>VIII – EVALUATION PROCEDURE:</p> <p>The winning bid shall be selected not solely based on the amount of bid and shall also consider the overall proposal based on bidding documents, provided that the amount of bid does not exceed the above total budget</p> <p>IX – ELIGIBILITY REQUIREMENTS:</p> <ul style="list-style-type: none"> – Must be a Department of Tourism (DOT) accredited Tour Operator or Transport Operator Company. – Must be duly registered with the Philippine Government Electronic Procurement System (PhilGeps). – Must be a member of DOT recognized organizations – Must have a professional track record in handling international groups in the last five years (List of handled international groups in the last five years). – Must have handled at least three (3) government projects / events (List of at least three (3) government projects/events with NOA and NTP, if available) 	
Terms	30 days upon receipt of invoice	
Delivery	15 days after the receipt of the approved Purchase Order (P.O)	
ABC	Php960,000.00 inclusive of all applicable taxes	

The last day for submission of **quotation** is not later than 12:00 noon on **4 February 2020, in a sealed envelope**, subject to the Terms and Conditions attached herewith, stating the shortest time of delivery, duly signed by your representative to the Procurement and General Services Division, Administrative Department, 4th Floor, Legaspi Towers 300, Roxas Blvd., Manila.

Please address your quotation to the undersigned.

Thank you very much.

Sgd.
ELOISA A. ROMERO
Administrative Officer V
Procurement and General Services Division

Contact Person **FARHAN M. AMBIONG**
Contact No 8 525-9318 local 268

Price Validity shall be for a period of thirty (30) calendar days.

Suppliers must submit the following legal documents to be eligible to participate in the bidding:

1. *SEC/DTI Certificates (valid)*
2. *Business or Mayor`s Permit/Certification (valid)*
3. *Annual Income Tax Return (2019)*
4. *Company Profile*
5. *PhilGEPS Certificate/Membership (valid)*
6. *Notarized Omnibus Sworn Statement*

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a partnership, corporation, cooperative, or joint venture: I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized Special Power of Attorney;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable);]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. Select one, delete the rest:

If a sole proprietorship: The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at ____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued], [place issued]*

IBP No. _____ *[date issued], [place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____